

## **HISTORIC PRESERVATION SPECIALIST**

**DEFINITION:** Under general supervision, performs work of considerable difficulty in identifying and evaluating historic properties of major significance to the Navajo Nation and the United States; coordinates registration and treatment activities with the National Register of Historic Places; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Provides professional research and technical support in the preparation of historical records of property determined as having significant historical value to the Navajo Nation; pursues classification and registration with the National Register of Historic Places; determines impact of proposed renovation, restoration, rehabilitation and demolition of historic structures and properties; prepares treatment guidelines and stipulations for proposed improvements and renovations of historic properties; develops preservation regulations to mitigate adverse impacts on historic properties; collects and organizes information related to historic preservation activities.

Conducts field inspections to ensure adequate protection and preservation of historic properties; reviews and evaluates cultural resource management activities and ensures compliance with appropriate regulations and guidelines; participates in formulating goals and objectives for historic preservation programs; attends meetings; provides expertise related to historic preservation and coordinates activities and services between various departments, public and private agencies, organizations and individuals.

Responds to public and internal inquiries and complaints; provides information; interprets policies and/or resolves issues; researches information and prepares required reports, recommendations, memoranda, agendas, letters and various other documents; assists with program duties as assigned.

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of historic preservation regulations, policies, standards and procedures.

Knowledge of principles and practices of archaeological standards, guidelines and methodology.

Knowledge of Navajo traditional cultures and beliefs.

Knowledge of automated information systems and applicable software.

Knowledge of survey and drafting equipment and archaeological tools.

Skill in identifying and evaluating historic properties and archaeological deposits.

Skill in determining and initiating preservation activities related to historic properties.

Skill in applying Navajo traditional cultures and beliefs to tribal planning, management and preservation.

Skill in using automated information systems and programs to analyze cultural data and maintain historic property databases.

Skill in maintaining detailed and accurate records and preparing reports.

Skill in using survey and drafting equipment and archaeological tools.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Anthropology, Architectural History, Art History, Historic Preservation or a closely related field; and three (3) years of historic preservation experience; or

THE NAVAJO NATION

Class Code: 3625  
Professional and Technical Series  
Historic Preservation Group  
Overtime Code: Exempt  
Pay Grade: 66

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an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Navajo Nation, some incumbents of this class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.